



REORGANIZATION PROPOSAL

*The Reorganization Proposal form must be completed, signed by your Assistant Administrator/Regional Administrator, and submitted to Troy Boston, OARM, Office of Human Resources, Policy, Planning and Training Division and to your designated HR Shared Service Center Representative via **email and hardcopy** for review. Please complete this form in its entirety and submit with all required documents and approvals; forms are available at <http://intranet.epa.gov/ohr/programs/reorg/start.htm>. If you have any questions regarding completion of this form, please see page 2 for Troy's contact information.*

A. CONCISE STATEMENT OF CHANGE

1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less).

The Environmental Assessment & Innovation Division's existing structure has 5 offices, one of which has 2 subordinate branches and would be left unchanged under the proposal. The elements of the remaining 4 offices would be variously combined to become 2 offices, each with 2 subordinate branches. The division's 5 offices and 2 branches would therefore become 3 offices with 6 branches under this proposal.

2. Describe the title(s) of the unit(s) affected.

Existing: Environmental Assessment & Innovation Division (EAID)

- Office of Analytical Services & Quality Assurance
 - Laboratory Branch
 - Technical Services Branch
- Office of Monitoring & Assessment
- Office of Environmental Programs
- Office of Environmental Information & Analysis
- Office of Environmental Innovation

Proposed: Environmental Science & Assessment Division (ESAD)

- Office of Analytical Services & Quality Assurance (*unchanged*)
 - Laboratory Branch (*unchanged*)
 - Technical Services Branch (*unchanged*)
- Office of Monitoring & Assessment (*unchanged*)
 - Coastal & Freshwater Monitoring Branch (*new*)
 - Environmental Assessment Branch (*new*)
- Office of Environmental Programs (*unchanged*)
 - NEPA & Special Programs Branch (*new*)
 - Wetlands & Aquatic Resources Regulatory & Enforcement Branch (*new*)

1. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis).

The purpose of the proposal is to bring synergy and focus to the division's diverse programs and resources to enhance achievement of goals within Agency priorities; to promote high



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performance and drive environmental results by focusing managerial and leadership enthusiasm and accountability; and to reduce operational costs.

2. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc.

After several working meetings and revisions, the Regional Administrator has approved this reorganization proposal. Collaboration with Region III's Shared Service Center (SSC) in RTP has taken place through Region III's Human Resources Officer (HRO). Discussions with bargaining unit employees and the union will take place after HQ concurrence.

3. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency).

The realigned multidisciplinary elements of the division will create a high-performing organization by bringing programmatic and leadership synergy and focus to bear on long-term, complex environmental challenges such as addressing climate vulnerability; protecting our nation's waters; enhancing sustainable communities; preventing pollution; and protecting human health and the environment, all of which are embodied in the Agency's Strategic Plan and Cross-Agency Strategies. The reorganization will enhance program accountability by securing managerial attention to, and interaction of, specific programs and their roles in achieving the goals and objectives of the Agency, Region III, and the division.

4. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions? **No**

B. ANALYSIS OF IMPACT ON PERSONNEL

1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). ☒ No ☐ Yes

If yes, please explain and include your present AAship/RAship supervisor-to-staff ratio _____ and the proposed AAship/RAship supervisor-to-staff ratio _____.

2. Will this proposed reorganization: (a) Eliminate positions; (b) Cause a reduction in force; (c) Change how positions are graded; (d) Add new functional units; or (e) Support a VERA/VSIP? ☐ No ☒ Yes

If yes, please explain.

(a) Yes. Two office director positions would be eliminated but 4 branch chief positions would be created;

(b) No, there would not be a reduction in force;

(c) Yes. Two GS-15 positions would be eliminated but four GS-14 branch chief positions would be created;

(d) Yes. Four branches would be created while two offices would be eliminated; and

(e) No. This reorganization is not related to a VERA/VSIP.



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3. Will there be an impact on the diversity of the organization? ☒ No ☐ Yes
If yes, please explain.

C. ADMINISTRATIVE ISSUES (Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)

1. Will there be any physical moves of staff? ☐ No ☒ Yes
If yes, please explain. Physical moves of staff will be limited to offices of managers.
2. Will new space be required? ☒ No ☐ Yes
If so, have all technical (computer, telecommunications, etc.) needs been assessed?
3. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ☒ No ☐ Yes
If yes, please explain.
4. Will there be any budgetary impacts? If yes, please explain in detail. ☒ No ☐ Yes

D. EPA DIRECTIVES

1. Will any Delegations of Authority, Orders or Manuals be affected? ☐ No ☒ Yes
If yes, please explain and attach the directive affected.

Authorities will remain the same; some delegations will be revised to extend to Branch Chief level.

E. ATTACHMENTS (Use the forms provided)

1. Staffing Plan Crosswalk (Use Staffing Plan Template). Contact your servicing HR SSC for information (Do not include social security numbers). **See attached.**
2. Current Organizational Chart. – **See attached.**
3. Proposed Organizational Chart (Must include all organization levels). – **See attached.**
4. Current Functional Statement. – **See attached.**
5. Proposed Functional Statement (Must include all reporting levels). – **See attached.**

Assistant Administrator/Regional Administrator Approval

Name: Shawn M. Garvin

Title: Regional Administrator, Region III

Signature: 

Date: 12/28/16

Human Resources Office/Program Management Office Reviewed

Name: Catharine McManus

Title: Region III Human Resources Officer

Signature: 

Date: 12/30/2016

Human Resources Shared Service Center Approval (Certifies Receipt of this Package)

Name:

Title:

Signature:

Date:

Contact Information:

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EAID Delegations

Attachment to Reorg Proposal Form (Section D-EPA Directives)

Office	Statute	Delegation #	Authority
EAID, AD Office of Analytical Services & Quality Assurance	CERCLA	14-6	Enter any vessel/facility/establishment/place/property/location for the purposes of inspections/sampling/information gathering/response actions; carry out inspections/sampling/information
EAID, AD Office of Environmental Programs	CERCLA	14-6	Enter any vessel/facility/establishment/place/property/location for the purposes of inspections/sampling/information gathering/response actions; carry out inspections/sampling/information
EAID, Chief Environmental Programs Branch	CAA	7-57	Review, comment and make recommendations on Findings of No Significant Impact, Environmental Assessments, Environmental Impact Statements, assign ratings to EISs
EAID, Director	CAA	7-57	Review, comment and make recommendations on Findings of No Significant Impact, Environmental Assessments, Environmental Impact Statements, assign ratings to EISs
	CERCLA	14-6	Enter any vessel/facility/establishment/place/property/location for the purposes of inspections/sampling/information gathering/response actions; carry out inspections/sampling/information
	CWA	2-13	Enter into any site subject to CWA and access records pursuant thereto, require monitoring, sampling and recordskeeping for pointsource activities, conduct CWA inspections, execute related warrants, designate
	CWA	2-22	To make findings of violations, issues and serve notice of the same, issue and obtain service of administrative compliance orders, send copies of any order issued to appropriate States, and confer with
	CWA	2-33	To approve or disapprove alternate test procedures for the analysis of pollutants
	CWA	2-51	Act as the complainant in a Class I administrative penalty action under the CWA & Issue an order on consent between the Agency and a respondent resulting from the initiation of a Class I administrative penalty action
	CWA	2-52-A	Make findings; propose penalty to be assessed; issue/amend/withdraw Class II complaints, provide public notice of proposed assessment & copies of consent/default, consult with States, sign consent agreements

EAID Delegations

Attachment to Reorg Proposal Form (Section D-EPA Directives)

Office	Statute	Delegation #	Authority
	SDWA	9-3	Certify laboratories conducting analytical measurements of drinking water contaminants and to certify the officials of the State responsible for the State's certification program
EAID, NEPA program team leader	CAA	7-57	Review, comment and make recommendations on Findings of No Significant Impact, Environmental Assessments, Environmental Impact Statements, assign ratings to EISs
EAID, Staff	CERCLA	14-6	Enter any vessel, facility, establishment, place, property or location for the purposes of inspections, sampling, information gathering and response actions, carry out inspections, sampling and
	CWA	2-13	Enter into any site subject to CWA and access records pursuant thereto, conduct CWA inspections
	CWA	2-22	To confer with persons to whom an order is issued
	CWA	2-52-A	Provide public notice of proposed assessment & copies of consent/default, sign consent agreements btwn Agency & parties to class II penalties